



CRIMINAL INVESTIGATION – INVESTIGATIVE ASSISTANT

The U.S. Consulate General in Sydney is seeking an individual for the position of Criminal Investigation – Investigative Assistant in the Internal Revenue Service.

Salary: A\$69,055 p.a. + superannuation benefits

Hours: 40hrs/week, Monday to Friday.

All applicants must address the selection criteria detailed below with specific and comprehensive information supporting each item.

1. Completion of a 2-year course of study leading to a Bachelor's Degree in any of the following areas: Accounting, Business Administration, Finance, Banking, Economics, Criminal Justice Studies, International Relations, Public Administration, or Police Administration is required.
2. Three years work experience which includes one year prior US Embassy/Consulate/Foreign Post experience in an administrative, para-professional, investigative assistant or financial analyst role is required.
3. Level 4 (Fluent) Speaking/Reading English is required. This will be tested.
4. Knowledge of Department of State's policies and procedures, ICAAS and budgetary systems, and accounting procedures sufficient to prepare the office's budget and related reports is required.
5. General knowledge of the following: purposes, methods, and techniques of criminal investigative activities to perform complex research on on-going investigations is required.
6. Demonstrated ability to review and analyze raw data, formulate conclusions and generate written reports is required.

For further information please refer to the [duties and responsibilities statement.](#)

Forward letter, response to the selection criteria and resume to the Regional Human Resources Office, American Embassy, Moonah Place, Yarralumla, ACT 2600 by May 26, 2010.

Hand delivered applications cannot be accepted. Offers of employment are subject to medical and security clearances.

Note: Only short listed applicants will be contacted regarding the next phase of the selection process. To those applicants not short listed, we extend our appreciation for considering the US Government as a potential employer.

The U.S. Government is an Equal Opportunity Employer and maintains a drug free work environment.

POSITION TITLE:
CRIMINAL INVESTIGATION – INVESTIGATIVE ASSISTANT

POSITION GRADE LE- 8
(STARTING SALARY
A\$69,055/USD\$38394)

DUTIES AND RESPONSIBILITIES

Basic Function of the Position

Duties involve providing administrative, paraprofessional, and technical support to the Special Agent – International Affairs (SA-IA). The Criminal Investigation Investigative Assistant (CI-IA) will be responsible for the monthly budget spreadsheet that accounts for all expenses of the foreign post. They will also facilitate TDY visitors to the foreign posts and ensure that all State Department guidelines are followed to allow the visitor access to the foreign post. The CI-IA work product contributes to the accuracy of information and reports, and affects the final product of overall operation of the SA-IA. The CI-IA may travel to other countries. This travel can be lengthy; requiring working hours at night, on weekends, and holidays. The travel can sometimes be to places that are considered dangerous and/or hazardous. The CI-IA may be asked to drive a government car to perform their duties.

Major Duties and Responsibilities

Provides technical and administrative support to field office and foreign investigations. The CI-IA will conduct research, gather, screen, and analyze factual information or explanations related to the subject of an investigation or to the compliance program itself. These tasks are performed following prescribed or established procedures to assist compliance investigators and program officials in their fact-finding or program administration responsibilities. The work includes activities such as obtaining background information on subjects of investigations by means of record searches, automated information retrieval, telephone inquiries, or correspondence; providing information to authorized persons concerning the status of the particular investigations; compiling investigative reports with necessary exhibits. Performs a variety of administrative duties associated with maintaining the foreign post including, but not limited, to the foreign travel requests, budget, travel vouchers, and case inventory.

The SA-IA defines objectives, sets priorities and deadlines, and provides instructions on assignments of an unusual nature. The CI-IA independently completes assignments and projects following instructions and established procedures. Unusual situations are referred to the SA-IA. Completed assignments are reviewed for compliance with general instructions, adequacy and soundness of conclusions. The CI-IA follows broad guidelines and procedures provided by State, Treasury, IRS, GSA, and various Criminal Investigation directives. Some guidelines are specific but others are general and must be interpreted to fit specific work situations. Work involves a series of different and unrelated sequential steps and consideration of all information presented in order to determine what or who to question and the established approach to take in eliciting needed information. The work is performed in an office or other setting as necessitated by persons associated with the investigations. The CI-IA must have strong communication, interpersonal, and analytical skills.

Selection Criteria

All applicants **must** address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of a 2-year course of study leading to a Bachelor's Degree in any of the following areas: Accounting, Business Administration, Finance, Banking, Economics, Criminal Justice Studies, International Relations, Public Administration, or Police Administration is required.
2. Three years work experience which includes one year prior US Embassy/Consulate/Foreign Post experience in an administrative, para-professional, investigative assistant or financial analyst role is required.
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SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a SECRET security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

U.S. Consulate General
MLC Centre
59th Floor, 19-29 Martin Place
Sydney, NSW 2000

THE DEADLINE FOR APPLICATIONS IS MAY 26, 2010

The U.S. Mission in Australia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

US Mission Australia maintains a drug free work environment.